



THE CITY OF SAN DIEGO

HOW TO OBTAIN A PUBLIC RIGHT-OF-WAY PERMIT FOR

Franchise Utility Companies

CITY OF SAN DIEGO DEVELOPMENT SERVICES

1222 FIRST AVENUE, MS 501 SAN DIEGO, CA 92101-4101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION
BULLETIN

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This Information Bulletin describes permitting requirements for the trenching in or removal of sidewalk, curb, gutter, and street or alley pavement by franchise utility companies. Permits are NOT required in cases where there are no impacts to public infrastructure, such as work not involving trenching or work done entirely outside sidewalks within parkways. A permit is also not required for any work mandated by a Capital Improvement Project. However, the City of San Diego, Engineering and Capital Projects Department ([E&CP](#)), Field Division, must be notified prior to the start of any such work and a letter from the City's CIP project manager, indicating the needed relocation work, must be provided to the City's Resident Engineer.

I. REVIEW PROCESS

Most improvements which can be shown on an 11" x 17" Construction Plan may be processed over-the-counter on a walk-in basis. Check in on the 3rd floor of the Development Services Center and request a "utility trench permit." A maximum of five submittals per utility, per day, may be submitted over-the-counter. Submittals in excess of five per day will be accepted but turnaround times will vary, based on staff workload. Electronic submittals (via facsimile machine or e-mail) are also acceptable. Larger projects or projects with complex issues, as determined by the City Subdivision Engineer, must be prepared on a D-sheet drawing and submitted for review, with standard project review times. A street/sidewalk blockage report is required at least two (2) working days prior to the start of work for all impacted roadways with less than 5000 average daily trips (ADT). Work within roadways with 5000 or more ADT require a traffic control plan.

Emergency repairs may begin without a permit. However, the City of San Diego, E&CP, Field Division, must be notified at (858) 627-3200 **within 24 hours** of the start of any work. In addition, a right-of-way permit must be submitted to Development Services within ten (10) business days of completion of the emergency work.

II. DOCUMENTS REQUIRED

A. General Application (DS-3032)

Identify the street and block range where the work is to be done (e.g., 1400 block of First Avenue). Signature on the Financially Responsible Party Declaration should be the president, vice-president, chairman, secretary, or treasurer of the corporation, or be included in a letter of authorization on file with the Development Services Department.

Documents referenced in this Information Bulletin

- **General Application ([DS-3032](#))**
- **City of San Diego Construction Plan ([DS-3179](#))**
- **[San Diego Regional Standard Drawings](#)**

B. Deposit Account Letter of Authorization

If the project review will be conducted using an existing deposit account, provide a letter from the Financially Responsible Party for that deposit account, authorizing the City of San Diego to use said account for plan review. The letter must identify the company processing the Right-of-Way Permit application, the deposit account number, and the location of the work to be done.

C. Construction Plan (DS-3179)

Three copies of a detailed, fully dimensioned 11" x 17" Construction Plan are required (one copy for electronic submittals). Construction drawings must be prepared using the City's Construction Plan template, available at: <http://www.sandiego.gov/development-services/industry/standtemp.shtml> or through the Records Section on the second floor of the Development Services Center. At a minimum, the plans must be fully dimensioned; and include the following information.

1. Right-of-Way Width
2. Trench Width, Length, Location and Depth
3. Legend showing the work to be done and all applicable Standard Drawings

III. PROJECT FEES

The following fees are paid at the time plans are submitted for review. The project fees and the deposit account are required for processing of the project.

A. Deposit Account

Right-of-Way Permit plan reviews require a deposit account. Accounts are typically established with a \$2000 minimum initial deposit. If an existing account will be used for a new application, the account balance will be verified to ensure that the required minimum is maintained. This deposit is drawn against to pay for the review and inspection of each project. The Financially Responsible Party (as identified on the General Application) will receive monthly statements reflecting all charges made against

the account and additional funds will be required if the account becomes depleted. Each utility company also has the option to negotiate an alternate agreement for payment with the Subdivision Engineer.

B. Standard Project Fees

The following fees will be charged, in addition to the deposit:

General Plan Maintenance Fee\$ 88
Mapping Fee\$ 10

IV. INSPECTION

Phone (858) 627-3200 to schedule an inspection. During construction, the contractor is responsible for maintaining a copy of the following documents on site at all times or the work may be stopped by the inspector:

- A. An approved Street/Sidewalk Blockage report or Traffic Control Plan
- B. Any Approved Permit(s) for the job
- C. All Applicable Standard Drawings